

Store

Chair Duties

- Keep an advertisement for the Store in the Chemeketan Bulletin, including your phone and/or email.
- Take the Chemeketan Store merchandise (either yourself or someone you designate) to the Annual Meeting in January and the Annual Banquet. The Annual Meeting is a good time to poll members about new items they would like to see in the store.
- Reorder supplies for the Store as needed, with Chemeketan Council approval. If you want to order a new item, take an example of the item with unit cost, total number and cost for the order, order source, etc. to present to Council for its approval.
- Keep the Chemeketan Store at your home, if feasible, except for the bolt of plaid fabric which is stored in the Den storage room.
- Current policy is to sell all items from the Chemeketan Store at cost, rounded up to the nearest dollar. Keep a price list with the Store box. Items are sold as a service to our members.
- Periodically give or mail Store revenues to the Club treasurer. Identify it as Store revenue. Alternatively, you can deposit revenues directly into the Pioneer Trust Bank account number ending in ..9241, **if approved by the treasurer**. After each deposit mail the treasurer the deposit slip with “Store Revenue” written on it.
- By January 1 of each year, email your annual report to the Club president. The report should include the amount of the different items sold during the year, total money received, and any expenditures for reorders or orders of new items.
- Go to the Annual Meeting the second Monday of January and present your annual report, or let the president and secretary know if you cannot attend.